

# Data Management Tool (DMT)

## Quick Reference Guide

User role: Levee Data Manager

Capability: Manage and Submit Levee Data



US Army Corps of Engineers

## Page 1 of 6

The Data Management Tool allows users assigned the Levee Data Manager role to perform functions that support the ability to modify and submit levee data.

This job aid is targeted to provide a quick reference guide for Levee Data Managers to leverage the manage capabilities within the Data Management Tool. For additional details regarding the Data Management Tool capabilities, reference the Data Management Tool User Manual.

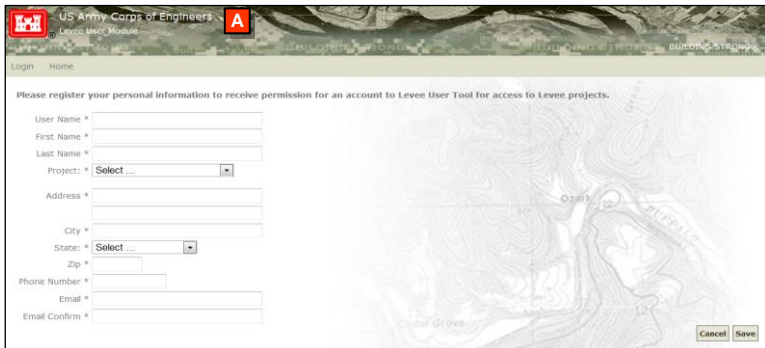
## Login to the Data Management Tool (DMT)

**A** To access the Data Management Tool, you will first need to open Windows Internet Explorer on your computer and go to <http://nld.usace.army.mil/dmt>. The Data Management Tool performs best using Windows Internet Explorer 7 or 8 and Mozilla Firefox 3.

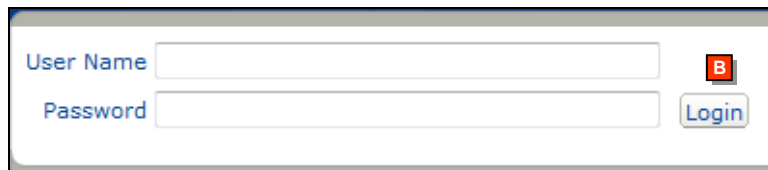
For first time users, you will need to request an account in order to access the Data Management Tool. You will then be prompted to provide some basic user information.

A System Administrator will review and accept or reject your request for an account. You will be informed of your account status through your email.

**B** Once the website has loaded, click on the 'Login' tab and an authentication dialog box will appear. Enter your Data Management Tool user name and password.



(...)



# Data Management Tool (DMT)

## Quick Reference Guide

User role: Levee Data Manager

Capability: Manage and Submit Levee Data

Page 2 of 6



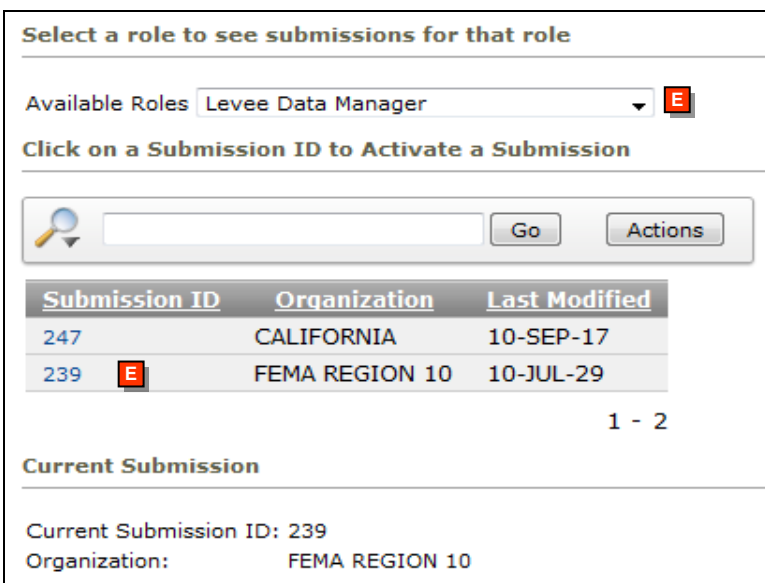
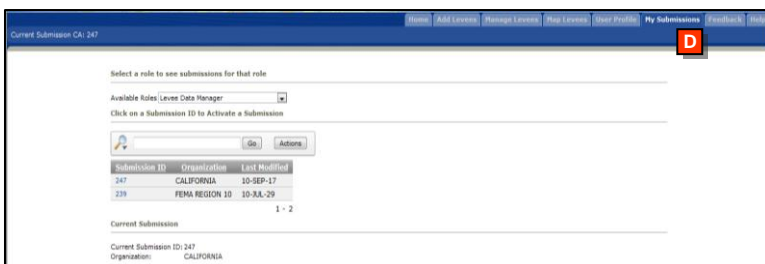
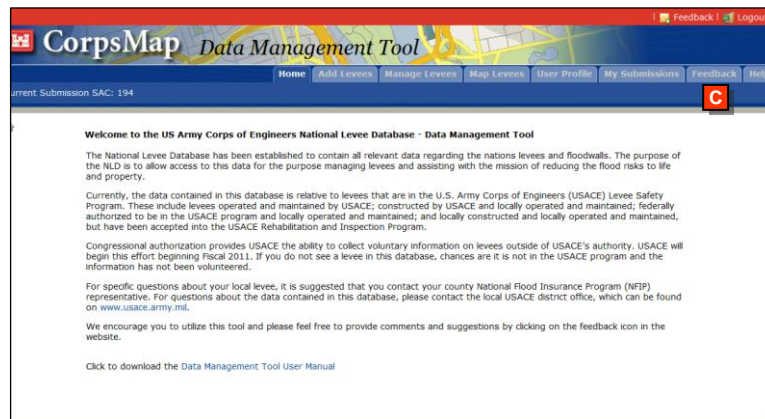
US Army Corps of Engineers

**C** Once you are successfully logged in, you will be brought to the Data Management Tool Home page. The upper right corner of the web page contains a link to provide feedback and to log out of the application. There are eight navigation tabs:

1. Home Page – Return to the Data Management Tool Home page
2. Add Levees – Create new levee systems
3. Manage Levees – Edit existing levee data
4. Map Levees – Lookup DMT and NLD levee data from the map
5. User Profile – Manage your user account and password
6. My Submissions – Manage your data submissions
7. Feedback – View all comments users have submitted
8. Help- View help documentation including the data dictionary, map projection support list and coordinate support list

**D** Note: If you have been assigned one role under one organization, you will be directed to the Home page upon login. If you have been assigned multiple roles and/or are associated to multiple organizations, you will be directed to the My Submissions tab upon login

**E** To activate a role and submission within the application, first select a role from the 'Available Roles' drop down list. Once your role has been defined, a table will display with submissions assigned to that role. Select a Submission ID from the table.



# Data Management Tool (DMT)

## Quick Reference Guide

User role: Levee Data Manager

Capability: Manage and Submit Levee Data



US Army Corps of Engineers

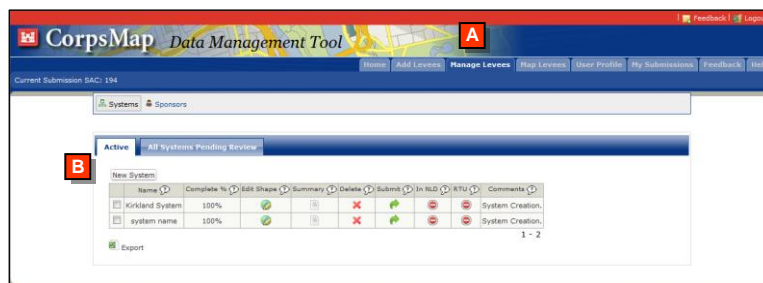
Page 3 of 6

### Manage Levees: Edit System

- A** Click on the 'Manage Levees' tab to view a summary of all of your levee systems. Make sure the 'Systems' button is


highlighted. 


This view displays the system name, % of completion, link to edit system shape, link to edit system summary, delete option and submit option.






(...)


- B** Select the 'New System' button to return to the 'Add Levees' tab to create a new levee system.


- C** Select a system's 'Edit Shape' icon  to return to the 'Add Levees' tab to modify system levee data from the map.

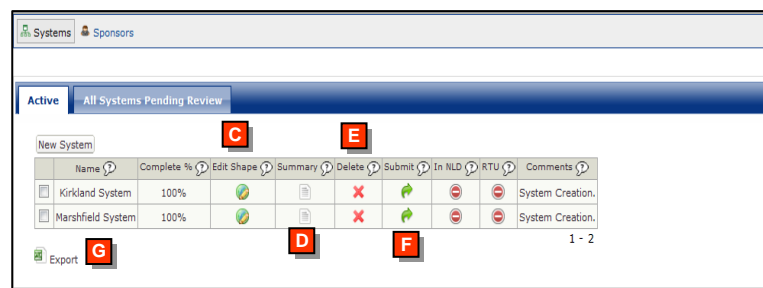
- D** Select a system's 'Summary' icon  to review and drill down to the system's segment information.

- E** Click the 'Delete' icon  to delete a levee system. This action will archive all associated segment and feature information and will break ties with associated sponsors/owners.

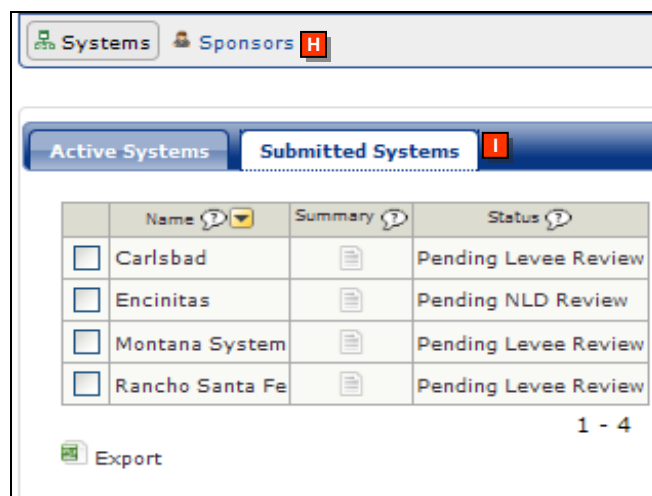
- F** Click on the Submit arrow  to submit a completed levee system for review. The Caution sign  designates that a system is not complete and cannot be submitted.

The "In NLD" column signifies whether the system has been integrated with the NLD. The minus symbol  denotes that the integration has not yet occurred.

The RTU column indicates whether real time updates to NLD are enabled. The minus symbol  denotes that the RTU are disabled.



(...)



# Data Management Tool (DMT)

## Quick Reference Guide

User role: Levee Data Manager

Capability: Manage and Submit Levee Data




US Army Corps of Engineers

Page 4 of 6


- G** To export levee data to a MS Excel spreadsheet, first select by clicking the empty box next to the system you wish to export. Once a system is selected click

the “Export” button. 


- H** Select the ‘Sponsors’ button  to view your Organization’s list of sponsors/owners.


- I** Select the ‘Submitted Systems’ tab to view all systems that have been submitted for review within your organization.

## Manage Levees: Edit Segment and Features

- A** Select the ‘Summary’ icon  associated with a given system to view the system’s segment and feature information.


- B** Select the ‘Details’ button to view and modify detailed system information.

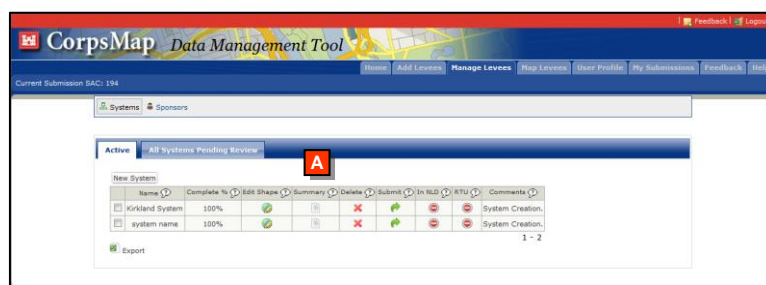
- C** Select the ‘Edit’ icon  next to a given segment name to view and modify detailed segment information.

- D** Select the ‘Features’ icon  to view segment feature information.

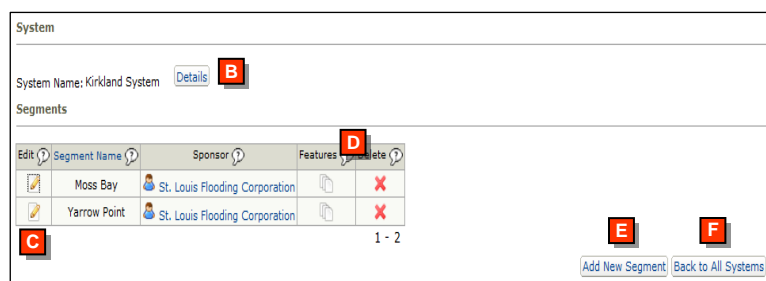
- E** Select the ‘Add New Segment’ button to update the current system with a new segment.

- F** Select the ‘Back to All Systems’ button to return to the list view of all systems for the organization.

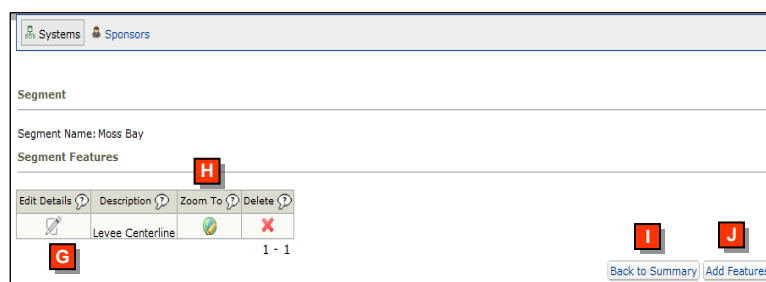
- G** After selecting the ‘Features’ icon, select the ‘Edit’ icon  next to a given feature description to view and modify detailed feature information.



(...)



(...)



# Data Management Tool (DMT)

## Quick Reference Guide


User role: Levee Data Manager

Capability: Manage and Submit Levee Data



US Army Corps of Engineers

Page 5 of 6


**H** Select the 'Zoom To' icon  to view the feature on the map.


**I** The 'Back to Summary' button will return back to the system segment(s) view.


**J** The 'Add Features' button will update the current system and segment with a new feature.

## Manage Levees: Edit Sponsors

**A** To view and modify your sponsor/owner click on the 'Sponsors' button.

**B** Click the 'Edit' icon  to view and modify detailed sponsor/owner information.

**C** Click the 'Delete' icon  to delete a sponsor/owner. This action will archive the sponsor/owner and break any associations with a levee segment.

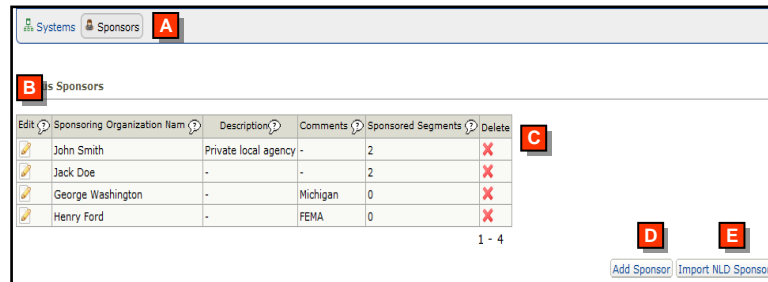
**D** To add a new sponsor/owner select the 'Add Sponsor' button .

**E** Select the 'Import NLD Sponsor' button  to add a new sponsor/owner to the list from the NLD points of contact.

**F** After clicking the 'Import NLD Sponsor' button, use the search feature to filter a search for a specific NLD contact to add to your list.

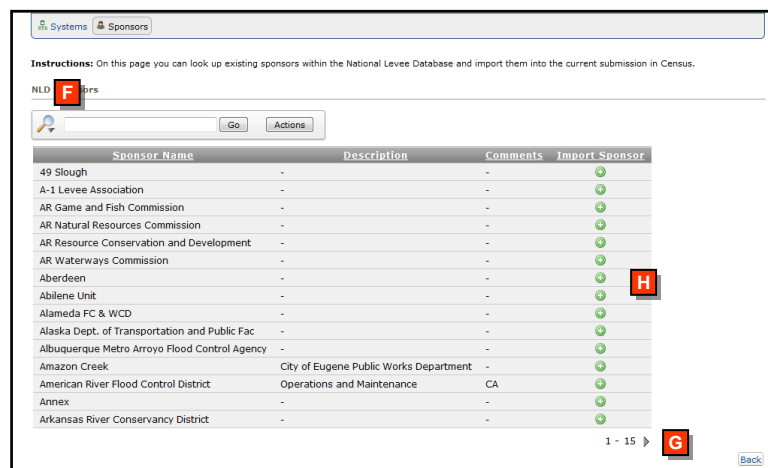
**G** Use the arrows to scroll through the list of NLD sponsors/owners.

**H** Select the 'Import Sponsor' icon  to add the NLD sponsor/owner.



Edit	Sponsoring Organization Name	Description	Comments	Sponsored Segments	Delete
	John Smith	Private local agency	-	2	
	Jack Doe	-	-	2	
	George Washington	-	Michigan	0	
	Henry Ford	-	FEMA	0	

(...)



Sponsor Name	Description	Comments	Import Sponsor
49 Slough	-	-	
A-1 Levee Association	-	-	
AR Game and Fish Commission	-	-	
AR Natural Resources Commission	-	-	
AR Resource Conservation and Development	-	-	
AR Waterways Commission	-	-	
Aberdeen	-	-	
Abilene Unit	-	-	
Alameda FC & WCD	-	-	
Alaska Dept. of Transportation and Public Fac	-	-	
Albuquerque Metro Arroyo Flood Control Agency	-	-	
Amazon Creek	City of Eugene Public Works Department	-	
American River Flood Control District	Operations and Maintenance	CA	
Annex	-	-	
Arkansas River Conservancy District	-	-	

# Data Management Tool (DMT)

## Quick Reference Guide

User role: Levee Data Manager

Capability: Manage and Submit Levee Data




US Army Corps of Engineers

Page 6 of 6

### Manage Levees: Submit a Levee System for Review

**A** When viewing the All Systems view, select the 'Active Systems' sub-tab to view and submit a levee system for review. Prior to submitting a levee system for review, ensure that the system is complete by verifying the completion percentage.

Note: For a system to be considered 100% complete, it must have the following established: A levee system with a system name and leveed area name, at least one segment associated to the system with an authorization type, segment length, and an associated sponsor/owner with an organization role code.

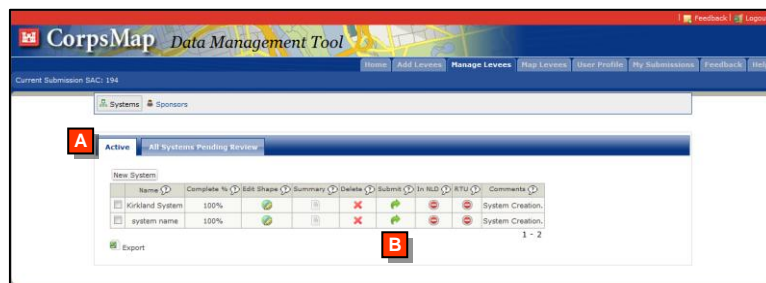
**B** Select the green arrow icon  associated with the selected levee system to submit the system for levee review.

**C** Click 'OK' if you're ready to submit the levee system for review.

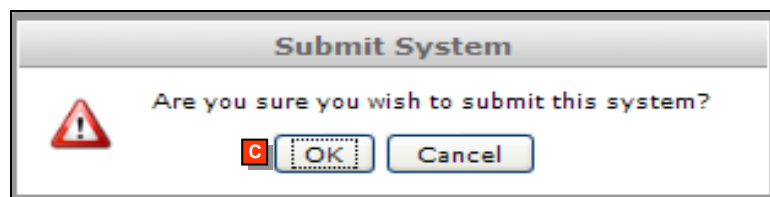
**D** The system you submitted now appears under the "All Systems Pending Review" tab.

**E** The levee system's status is updated to "Pending Levee Review."

The Levee Data Manager will receive an email confirming that his/her system was submitted for review and will also receive an email notification once his/her system is rejected or approved by the Levee Reviewer.



(...)



(...)

